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FM COMVAQWINGPAC WHIDBEY ISLAND WA//N4//

TO VAQWINGPAC

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MSGID/GENADMIN/CVWP/N427A//

SUBJ/COMVAQWINGPAC ORGANIZATIONAL MAINTENANCE ADVISORY (COMA 05-01)//
POC/SEAMAN/AEC/N427A/-/TEL:820-1258/TEL:(360)257-1258//

RMKS/1. THIS ADVISORY IS APPLICABLE TO ALL ORGANIZATIONAL VAQWINGPAC ACTIVITIES AND SHALL BE REQUIRED READING FOR MAINTENANCE TRAINING COORDINATORS, WORK CENTER SUPERVISORS, WORK CENTER TRAINING PETTY OFFICER AND WORK CENTER 040 PERSONNEL. THIS ADVISORY CONTAINS INFORMATION CONCERNING CHANGES TO TRAINING PROGRAM.

- 2. COMPLETED COMVAQWINGPAC PROFESSIONAL ON-THE-JOB TRAINING (OJT) FORMS DATED JAN 2000 AND LATER WILL REMAIN VALID UPON TRANSFER TO ANOTHER VAQ SQUADRON. SUPERVISORS SHALL REVIEW TRAINING RECORDS OF ASSIGNED PERSONNEL TO ENSURE ALL TRAINING REQUIREMENTS ARE COMPLETE AND UP TO DATE, ATTACH A NEW COVER SHEET, UPDATE ACTIVITY ENTRY ON ALL PAGES OF THE FORM AND FORWARD VIA CHAIN OF COMMAND FOR APPROVAL/INFORMATION.
- 3. MAINTENANCE TRAINING REQUIREMENTS ARE UPDATED PERIODICALLY AS REQUIRED TO INCORPORATE TRAINING FOR NEW AIRCRAFT SYSTEMS, SUPPORT EQUIPMENT, OR MAINTENANCE PROCEDURES/REQUIREMENTS. WHEN UPDATED FORMS ARE ISSUED, ALL PERSONNEL WHO HAVE COMPLETED OJT OR ARE WORKING TOWARD COMPLETION SHALL COMPLETE THE REQUIREMENTS. THIS WILL ENSURE MAINTENANCE TRAINING IS A CONTINUOUS PROCESS. CHANGES TO PROFESSIONAL OJT AND TRAINING SYLLABI ARE INDICATED BY AN ASTERICK (*) FOR EASY IDENTIFICATION OF NEW/UPDATED ITEMS. PERSONNEL WHO HAVE COMPLETED AN OJT SHALL ATTACH THE UPDATED PAGES AND COMPLETE THE REQUIREMENTS. PERSONNEL WHO ARE MORE THAN 50% DONE WITH AN OJT CAN ATTACH THE UPDATED PAGES TO THEIR EXISTING OJT AND COMPLETE ALL REQUIRED TRAINING. PERSONNEL LESS THAN 50% COMPLETE SHOULD TRANSCRIBE FROM THEIR IN WORK OJT TO THE UPDATED FORM AND CONTINUE THE OUALIFICATION PROCESS.
- 4. COMVAQWINGPAC TRAINING DEPARTMENT WILL ISSUE A COMPLETE, UPDATED CD ANNUALLY, MAINTENANCE TRAINING COORDINATORS ARE RESPONSIBLE TO CHECK CVWP WEBSITE PERIODICALLY FOR UPDATED/NEW ITEMS.
- 5. ALL COMVAQWINGPAC PROFESSIONAL OJT IS BEING REVISED TO INCLUDE SPECIFIC GUIDANCE FOR EACH QUALIFICATION. UNTIL REVISION IS COMPLETE THE CHANGES CONTAINED IN THIS COMA APPLY TO ALL OJT.//BT

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